

FIRE TRAINING OFFICER
STUDY GUIDE

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **LAFAYETTE** on **AUGUST 4, 2004**, will consist of approximately 120 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	16.7%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, hoses, ventilation, rescue, salvage overhaul, communications, fire attack, safety, and hazardous materials..	25.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; pump operations; in order to efficiently perform their duties at the scene of an emergency.	10.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, hoses, ladders, and extinguishers.	16.7%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	10.0%
FINANCIAL MANAGEMENT Knowledge of the financial management and planning processes of a public agency sufficient enough to gather information to be used in budget preparation; and knowledge of procedures used in purchasing departmental equipment and supplies.	6.7%
RECORDS/REPORTS Knowledge of effective records-keeping practices, including preparation, and content; and knowledge of effective report preparation procedures, including the organization of data into an effective written format for reports.	6.7%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to inspect personnel, assign work, and evaluate the work of subordinates, and to maintain discipline.	4.2%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	4.2%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Essentials of Firefighting, 4th ed., 1998.
- Fire and Emergency Services Instructor, 6th ed., 1999.
- Fire Service First Responder, 1st ed., 2000.
- Fire Ground Support Operations, 1st ed., 2000.
- Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.
- Self-Contained Breathing Apparatus, 2nd ed., 1991.
- Fire Hose Practices, 7th ed., 1988.
- Private Fire Protection and Detection, 2nd ed., 1994.
- Fire Service Ground Ladders, 9th ed., 1996.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

COMMUNITY FIRST AID & SAFETY, 2nd. ed., Prepared by: The American National Red Cross, Mosby Lifeline, Mosby-Year Book, Inc., 11830 Westline Industrial Drive, St. Louis, MO 63146, 1997.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.